FALL 2012
COMPUTER APPLICATIONS 1
Keyboarding I
Section # 8001

Instructor: Dr. Holt
Class: Saturday 9:00 a.m. – 2:20 p.m.
E-Mail Address: holtsb@lamission.edu
Website: lamission.edu/~holtsb
Office Hours: Saturdays 8-9am and by appointment

Description:

In this beginning computer keyboarding course, students will learn how to key by touch while developing speed and accuracy with the goal of achieving 30 words per minute by the end of the semester.   Students also will learn how to use Microsoft Word to format letters, memos, tables, and reports.

Text:

Ober, et al, Gregg College Keyboarding & Document Processing w/Word 2010 Manual, Kit 1, Lessons 1-60, 11th Edition. (ISBN 978-0-07-735660-6)

Supplies:

Course syllabus, USB Flash Drive, printer card, 1 Scantron form, #2 pencil, and highlighter.

Student Learning Outcomes:

As a result of students taking CAOT 1, students will demonstrate the ability to:

1. Key at a rate of 30 words per minute for three minutes with no more than 3 errors, using correct touch-typing techniques. Assessment will include three-minute timed writings.

2. Create, format, and edit business documents including letters, memos, tables, and reports using Microsoft Word. Assessment will include practical exams on the computer; e.g., using the computer. Students will key five business documents within a two-hour time period.

3. Use good work habits as evidenced by timely submission of assignments.

Course Objectives:

• Demonstrate the ability to keyboard by touch on the computer using correct keyboarding technique.

• Create business letters and interoffice memos.

• Create boxed and open tables.

- Create reports and demonstrate the ability to use footnotes, headers and footers, hanging indents, and dot leader tabs.

- Demonstrate the ability to type a minimum of 30 words a minute with no more than one error a minute.

Course Content:

a. Presentation of complete keyboard and basic computer parts.
b. Presentation of basic Word commands.
c. Letters
d. Memos
e. Tables
f. Reports

Special Instructions:

Hand in required assignments including printouts of Portfolio and Word documents.

Lecture attendance is required.

Student Evaluation:

a. Beginning with Lesson 21, students will take 3-minute timed writings. Students must pass at least five 3-minute timings with three errors or fewer. Official timings must be submitted within a half hour.

   If student passes just four timings, the timed writing grade is lowered one level. If fewer than four are passed, the grade is lowered two levels.

b. The following scale shows the speed goal for the end of the semester.

Gross Words	0-3 Errors
40 and up	A
33-39	B
26-32	C
19-25	D

c. Grading will be based on twelve Student Portfolios (120 points), Timed Writings (250 points), four Tests (400 points), and the Final Exam (230 points), for a total of 1,000 points possible.

   The final grade will be based on the following points:

900 – 1,000	A	(90-100% of 1,000)
800 – 899	B	(80-89% of 1,000)
700 – 799	C	(70-79% of 1,000)
600 – 699	D	(60-69% of 1,000)
Under 599	F	(59% and below)

<u>Class Calendar Fall 2012:</u>

Week 1:	9/1	Lessons 1 – 3 Last day to drop with a refund (without a "W") 9/7 – In Person, 9/9 – Internet
Week 2:	9/8	Lessons 4 – 8 9/10 – Last day to drop with a refund (with a "W")
Week 3:	9/15	Lessons 9 – 12
Week 4:	9/22	Lessons 13 – 16
Week 5:	9/29	Lessons 17 – 20
Week 6:	10/6	Lessons 21 – 24 Test 1: Lessons 1-20 Begin 3-minute timings
Week 7:	10/13	Lessons 25, 26, 27, and 29
Week 8:	10/20	Lessons 31, 32
Week 9:	10/27	Lessons 33, 34 Test 2: Lessons 25, 26, 27, & 29
Week 10:	11/3	Lessons 35 – 37
Week 11:	11/10	Lessons 38, 39 Last day to drop with a "W" 11/16 – In Person, 11/18 – Internet
Week 12:	11/17	Lessons 43, 44, 45 Test 3: Lessons 31-35
Week 13:	11/24 No Class	YAY!!!
Week 14:	12/1	Lessons 46, 49 Test 4: Lessons 36-39 & 43-45
Week 15:	12/8	Lesson 50
Week 16:	12/15	Final